

# Inspector Training: California Environmental Reporting System (CERS) May 1, 2012

## CERS Overview

1. What is CERS?
  - a. CERS Central: <http://cers.calepa.ca.gov/>
  - b. CERS Training Materials: <http://cers.calepa.ca.gov/regulators/regulator-training>
  - c. Electronic Reporting Mandate: <http://www.calepa.ca.gov/cupa/ereporting/>
2. CERS Reporting Requirements
  - a. 1/1/13 – All required submittals must be made electronically
  - b. 1/1/14 – Existing UST data must be submitted
3. Conditions of Use
  - a. Compatible browsers & software
  - b. Do not share account passwords
4. Key CERS Concepts
  - a. Business/Organization vs. Facility
  - b. User Permissions
  - c. CUPA Program Elements vs. CERS Submittal Elements
  - d. Facility Submittals vs. Draft Submittals
5. Cal/EPA Letter to Multi-CUPA Businesses:  
<https://cers.calepa.ca.gov/tempdocs/CERSOrgInfoRequest.pdf>

## Business Portal

1. Create CERS Account. [Demo video](#) available from login screen.
2. Create new business/facility records or request access to existing business/facility records.
3. Business Home – capabilities:
  - a. Switch between businesses
  - b. Add a facility
  - c. Review, start or edit facility submissions – from scratch or starting from prior submittal
    - i. Add/update inventory items – manually or via spreadsheet upload
    - ii. Upload contingency plan & training plan
    - iii. Make a submission/recertification
    - iv. Review a facility's submission history
    - v. Print a submission – use browser's print function for web forms
  - d. Add a user/change user permissions
  - e. Find regulator information
4. Manage facilities – delete, transfer, and merge requests
5. Tips & Tricks:
  - a. Adjust print settings – click printer icon on web forms for CERS guidance.
  - b. Allow browser to auto-fill web forms – reduce data entry and inconsistencies.
  - c. Immediately save and exit new draft submittals to reveal CERS required fields.
  - d. Black bar at top of screen identifies where you are in the Portal and the specific record you are working on (i.e., Business vs. Facility A vs. Facility B)
  - e. Check permissions if someone claims they cannot click submit or perform other available functions.

## **Regulator Portal**

1. Create CERS Account.
2. Request access to existing Regulator.
3. Regulator Portal - layout, links & buttons:
  - a. Header/footer links – account functions and CERS resources
  - b. Blue bar – search buttons and more
  - c. Black bar – identifies where you are in the Portal
  - d. CERS tray – more resources
4. Regulator Home – sections:
  - a. Dashboard – quick view of pending work and common tasks
  - b. Actions Required – requests requiring agency approval or action
  - c. Notifications – log of CERS activities related to your agency
  - d. Reports
5. Find , review and manage:
  - a. Businesses – process access requests, edit users and permissions
  - b. Facilities – delete, merge, transfer, change CUPA, change reporting requirements
  - c. Submittals – update submittal status
6. Tips & Tricks:
  - a. When viewing facility and business records, use left navigation bar and imbedded links to obtain additional information about that record. Do not click blue bar buttons unless you want to initiate a new search or perform a completely different function.
  - d. Having multiple CERS windows open is allowed and reduces the need to repeat searches and reformat results.
  - e. Enter minimal information in search fields to maximize search results.
  - f. Check default filters when searching. Switch to “All regulators” if you are not seeing a record that you believe exists.
  - g. Narrow search results using column filters
  - h. Rearrange search results by sorting, dragging columns, and grouping data
  - i. Export data to Excel for further analysis or manipulation.
7. SCC-DEH Hazmat Program Processes:
  - j. Access requests
  - k. Manage Facility requests
  - l. Reviewing HMBP submissions

## **The Future of Electronic Reporting**

1. Databases, portals and data flows